



219 North Main Street | Suite 402 | Barre, VT 05641
(p) 802-479-1700 | (f) 802-479-4313 | education.vermont.gov

MEMORANDUM

TO: Educators
FROM: Office of Educator Licensing
SUBJECT: Formal License Request
DATE: 2/2015

A Formal license is not required to verify licensure, but is a formal printed copy of your license for your records or display. All license details are available to view and print through your online account.

Video How To...

[Register and create an account in the Online Licensing System](#)

[Print your Educator License Details](#)



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Formal License / Copy Request

To: Vermont Agency of Education: Licensing Office	Date:
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PRINT CLEARLY OR TYPE YOUR REQUEST. ILLEGIBLE FORMS WILL NOT BE PROCESSED. INCLUDE A CHECK FOR \$10.00 PER REQUEST, MADE OUT TO THE VERMONT AGENCY OF EDUCATION.

First Name on file: _____ **Last Name on file:** _____

Last four digits of Social Security # XXX-XX- _____

(Changes cannot be made without this number)

Address: _____

I request a formal license be mailed to me at the address listed above for the following license(s):

License (Level I, Level II, Retired)	Endorsement(s) on License (2-05, 3-61, 12-82)

I request a copy of the following information contained in my educator file:

- ☐ Official Transcripts ☐ Other _____
- ☐ Application Packet
- ☐ Communication(s)
- ☐ Portfolio
- ☐ Professional Development materials

Signed _____ **Date** _____

E-mail address:
aoe.licensinginfo@state.vt.us
Phone:
802-479-1700

Mailing Address:
Vermont Agency of Education
Licensing Office
219 North Main St. Suite 402
Barre, VT 05641